



EMBASSY OF THE UNITED STATES OF AMERICA

The Embassy of the United States of America in Windhoek is seeking an individual for the position of **PEPFAR Public Health Assistant**.

The incumbent oversees all of the day-to-day management, administrative and program coordination functions in support of a broad range of PEPFAR Coordination office activities and broader PEPFAR interagency team activities. The work portfolio includes responsibilities in the area of finance and budgeting, information management, logistics and PEPFAR interagency program support. The job holder participates fully in the planning and coordination of budget and financial activities that support the PEPFAR office and interagency team.

Required Qualifications and skills:

1. High School Diploma (Grade 12) is required.
2. Additional course work in IT systems and financial management is required.
3. Five years of experience in a public health administrative management field or health-related international development organization is required.
4. English Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **August 29, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

Please note that all vacancies within the US Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>